

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT No.: CW17400
CAPTION: Loan Servicing and Collection , Loan Collection and Foreclosure Services
PROPOSED CONTRACTOR: AmeriNational Community Services
PROGRAM AGENCY: Department of Housing and Community Development(DCHD)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1701.1

1. **MINIMUM NEED:** The Department of Housing and Community Development(DCHD) has a need for Loan Servicing, Loan Collection and Foreclosure Services for its current and future amortized and deferred loans for the Home Purchase Assistance Program(HPAP), the Employer-Assisted Housing Program(EAHP), The Metropolitan Police Housing Assistance Program(MPHAP), the Single-Family Housing Homeownership Program(SFHRP), Deferred Amortizing and Wylie Courts Condominium Homeownership Program, the Multi-Family Rehabilitation Program(MFHRP) and the Economic Development Program(EDP).

The Period of Performance (POP) for this Contract shall be from Date of Award through a Six (6) Month Period.

2. **ESTIMATED REASONABLE PRICE:**

1. The estimated fair and reasonable cost to provide the required services during the Contract shall be in the amount of Seven Hundred Fifty Thousand Dollars and zero cents (\$750,000.00). The estimated price has been determined to be fair and reasonable based current monthly invoices the agency has for the fees and various services. The rates for the Contract are the same as those paid by the District under the previous Contract No. PODB-2006-C-0026, prices determined to be fair at the time of the Contractor's award.

3. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

The District of Columbia has a need for Loan Servicing Services. This need is unique to the District of Columbia because to not provide these services would seriously threaten the loan servicing services of DC residents, businesses and individuals working in the District.

A market survey was not conducted because AmeriNational Community Services was previously awarded this contract after a solicitation was processed.

The District must ensure that there is a continuation of service with the expertise, infrastructure, and capacity that is being provided by AmeriNational Community Services.

Competition is not being sought in this instance as the contractor who fulfills the minimum need must have prior knowledge of the functioning Loan Servicing, Loan Collection and Foreclosure Services for its current and future amortized and deferred loans for the Home Purchase Assistance Program(HPAP), the Employer-Assisted Housing Program(EAHP), The Metropolitan Police Housing Assistance Program (MPHAP), the Single-Family Housing Homeownership Program (SFHRP) Deferred, Amortizing and Wylie Courts Condominium Homeownership Program, the Multi-Family Rehabilitation Program (MFHRP) and the Economic Development Program (EDP) Programs. There is no other vendor at this time with this level of knowledge and experience and it is for that reason that award to AmeriNational Community Services is recommended.

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4. CERTIFICATION BY AGENCY DIRECTOR

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

Date

Michael Kelly, Director
Department of Housing and Community
Development

5. CERTIFICATION FINDINGS AND DETERMINATION BY THE CONTRACTING OFFICER

Based on the findings, I hereby determine AmeriNational Community Services, shall be responsible and capable of satisfactorily completing the Loan Servicing services under the Proposed Sole Source Contract. It is further determine that the approval shall be in the best interest of the District and that the cost is fair and reasonable. I recommend that the Office of Contracting and Procurement (OCP) Chief Procurement Officer approve the use of the Sole Source Procurement method for this Proposed Sole Source Contract. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

O'Linda Fuller, MBA, CASA
Contracting Officer
Office of Contracting and Procurement

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DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 303, 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 Sec 404 (a)(b)(c) DCMR 1701.01, D.C. Law 18-371;). Accordingly, I determine that the District is justified in contracting with the single available source using the Sole Source Method Of Procurement in using the Sole Source Method Of Procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer,
Office of Contracting and Procurement